

Fall and Spring Semester Scheduling Grid

Time	Block A MWF Before 3:30 PM - 50 mins, 3 Days a Week 3:30 PM Forward - 75 mins, 2 Days a Week		Block B TR		Block C One Day a Week			
	Start Time	End Time	Start Time	End Time	MWF Options		TR Options	
	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
8:00 AM	8:00 AM	8:50 AM	8:00 AM	9:15 AM			8:00 AM	10:45 AM
9:00 AM	9:05 AM	9:55 AM						
10:00 AM	10:10 AM	11:00 AM	9:30 AM	10:45 AM				
11:00 AM	11:15 AM	12:05 PM	11:00 AM	12:15 PM	9:30 AM	12:15 PM		
12:00 PM	12:20 PM	1:10 PM					11:00 AM	1:45 PM
1:00 PM	1:25 PM	2:15 PM	12:30 PM	1:45 PM				
2:00 PM	2:30 PM	3:20 PM	2:00 PM	3:15 PM	12:30 PM	3:15 PM		
3:00 PM							2:00 PM	4:45 PM
4:00 PM *	3:30 PM	4:45 PM	3:30 PM	4:45 PM				
5:00 PM	5:00 PM	6:15 PM	5:00 PM	6:15 PM	3:30 PM	6:15 PM		
6:00 PM							5:00 PM	7:45 PM
7:00 PM	6:30 PM	7:45 PM	6:30 PM	7:45 PM				
8:00 PM	8:00 PM	9:15 PM	8:00 PM	9:15 PM	6:30 PM	9:15 PM		
9:00 PM							8:00 PM	10:45 PM

* Beginning at 3:30pm in Block A, sections are offered on a seventy-five minute two day a week meeting schedule

Legend

M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

Scheduling Principles

Facilitate Student Scheduling and Success

- Colleges must schedule classes so that students can build reasonable schedules. For example, scheduling four different required courses in consecutive MWF time blocks allows students to build a schedule easily.
- On-grid scheduling maximizes room utilization and reduces student scheduling conflicts.

Optimize Space

- Colleges must optimize classroom space utilization throughout the week.
- Sections scheduled as hybrids, technology-enhanced, or meeting once a week for 165 minutes must align to the scheduling grid and be matched with other sections to maximize room utilization throughout the week.

Use Standard Time Slots

- Classes must be scheduled within the official start and end times of the schedule grid so students will not be blocked from scheduling consecutive classes and to ensure final exams can be scheduled without conflicts.
- All General Education courses for 3 credits must follow the scheduling grid blocks A or B. General Education courses less than 3 credits must begin on schedule grid start days/times and end before the schedule grid end times. Requirements for courses of more or less than 3 credits are detailed in the section entitled, "Scheduling of Courses of 1, 2, or 4 Credits."
- Exceptions to the schedule grid require justification and prior approval from the Registrar's office.

Scheduling Block Options

Block A

Meeting Type	Day(s) of Week	Meeting Pattern
Face-to-Face (F2F)	MWF	Three F2F 50-min meetings
Technology-Enhanced (66% F2F with 33% online)	MW, MF, or WF	Two F2F 50-min meetings
Hybrid (33% F2F with 66% online)	M, W, or F	One F2F 50-min meeting
F2F (From 3:30 to 9:15 PM)	MW, MF, or WF	Two F2F 75-min meetings
Hybrid (50% F2F with 50% online) (From 3:30 to 9:15 PM)	M, W, or F	One F2F 75-min meeting

Note(s):

- Fully online and 66% hybrid sections must be Quality Matters-approved, and faculty teaching these sections must be online teaching certified.
- If the online component of a section includes an online synchronous meeting, the synchronous meeting time(s) must adhere to the schedule grid and match the meeting time of the face-to-face component(s) of the section.
- While rarely used, the 6:55-7:45 AM MWF slot is an option.

Block B

Meeting Type	Day(s) of Week	Meeting Pattern
F2F	TR	Two F2F 75-min meetings
Hybrid (50% F2F with 50% online)	T or R	One F2F 75-min meeting

Note(s):

- Fully online sections must be Quality Matters-approved, and faculty teaching these sections must be online teaching certified.
- If the online component of a section includes an online synchronous meeting, the synchronous meeting time(s) must adhere to the schedule grid and match the meeting time of the face-to-face component(s) of the section.
- While rarely used, the 6:30-7:45 AM TR slot is an option.

Block C

Meeting Type	Day(s) of Week	Meeting Pattern
F2F	M, T, W, R, F, S, or U	One F2F 165-min meeting

Note(s):

- Fully online sections must be Quality Matters-approved, and faculty teaching these sections must be online teaching certified.
- Any online synchronous meeting must adhere to the schedule grid.
- One-day-per-week classes are strongly discouraged during weekdays except evenings and Friday afternoons, as such classes create scheduling conflicts for students who need to take other classes during the week.

Required Balance of Course Offerings

Distribution of Course Offerings

Between 8:00 AM – 6:15 PM Monday through Friday, course offerings should be balanced across the days of the week and all standard class times. Course offerings should not be concentrated into select days and/or time periods.

- General Education offerings must follow Standard Scheduling Blocks A and B.
- Tuesday and Thursday course offerings can be no more than 45% of total offerings.

Space Optimization Guidance

Scheduling Efficiencies

Two or more courses (e.g. hybrid and one-day-a-week) could be scheduled within a single room and time slot on separate day(s) of the week. Care should be taken in selecting the “matching” courses so that the same size and type of room is appropriate. The same strategy applies to two 7-week sections scheduled in the same time slots and in the same room during different 7-week sessions to optimize space.

Scheduling of Courses of 1, 2, or 4 Credits

Seek opportunities to optimize space utilization for 1-credit, 2-credit, or 4-credit sections.

Scheduling Courses of 4 or More Credits:

By necessity, courses of 4 or more credits with no online components will occupy more than one standard 3-credit block. Scheduling of these courses should be done with certain principles in mind:

- Designated rooms should be used to schedule these courses consecutively for best utilization of the space.
- Start and end times should be chosen so that the course doesn't overlap with more than two standard 3-credit blocks.
- Start and end times should be chosen so that students have adequate time to move between courses scheduled on the standard grid.
- See below for examples of how a 4-credit course might be scheduled:
 - TR, 8 AM – 9:40 AM
 - TR, 10 AM – 11:40 AM
 - TR, 12 PM – 1:40 PM
 - TR, 2 PM – 3:40 PM
 - MW or TR, 4 PM – 5:40 PM
 - MW or TR, 6 PM – 7:40 PM
 - MW or TR, 8 PM – 9:40 PM
 - MWF, 8 AM – 9:10 AM
 - MWF, 9:25 AM – 10:35 AM
 - MWF, 10:50 AM – 12 PM
 - MWF, 12:20 PM – 1:30 PM
 - MWF, 1:45 PM – 2:55 PM

Scheduling 1- and 2-Credit Courses:

1- and 2-credit courses must use standard start times so students will not be blocked from scheduling consecutive classes and final exam times can be scheduled without conflict. Schedulers should also match course offerings with other sections to maximize room utilization throughout the week.

- **1-Credit Courses:**

Because of final exam considerations, 1-credit courses that meet 50 minutes per week should be scheduled using Block C start times and matched with other course offerings to use the space optimally. For example, offer one section on Tuesday at 2 PM and one section on Thursday at 2 PM, or offer one on Monday at 11 AM, one on Wednesday at 11 AM and one on Friday at 11 AM.

- **2-Credit Courses:**

2-credit hour courses should be scheduled using Block A or B start times.

- **Laboratory Courses:**

Laboratory courses that meet on M, W, or F should start on Block A times.

Laboratory courses that meet on T or R should start on Block B times.

Distance Learning Courses – Final Exam Information

Distance Learning Courses

Online and hybrid courses which require a face-to-face final exam will be scheduled by the instructors on a date and time during the Final Exam Conflict Periods as published (<http://registrar.kennesaw.edu/index.php#>)

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